Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140032-7

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS-OTR-LS-4

1. TITLE OF REPORT (if a fill-in report include Form No.)

SERVICES PROVIDED TO OTHER AGENCIES

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [ ] PERSONNEL [X] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 3

5. FREQUENCY (weekly, monthly, quarterly, etc.): Annual

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc.): Memo

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: DTR Memo

10. PREPARING COMPONENT (include lowest level contributing information to report): C/LS

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.): NONE

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-16	14.50		1.00		16.50				